

Message

From: Bateson, Thomas [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=29BFDDE020BF4E93B431B9A72D9D230F-BATESON, THOMAS]
Sent: 5/1/2015 2:37:07 PM
To: Cooper, Glinda [Cooper.Glinda@epa.gov]
CC: Glenn, Barbara [Glenn.Barbara@epa.gov]
Subject: RE: caterpillars
Attachments: Caterpillars.xlsx

Here is my excel file.

This may seem involved but after doing 3 of them, it is really fast.

To get them from excel to the Word table, I did 'print screen' (hold 'shift' and hit the 'print screen button' above the numeric keypad). Then I open the 'paint' program under 'accessories' and paste the print screen there. Then I just use the 'select' tool in 'paint' to draw a closely cropped rectangle around the caterpillar and hit 'copy' and then past it into the Word table. It will seem too big for the table at first but if you then select the caterpillar picture and go to the 'Format' tab, you will see on the right side of the menu, boxes for the height and width of the picture. I standardized all the caterpillars to be one inch wide and then hit 'enter' (the height automatically adjusts). There might be very slight variation in the proportion of the caterpillar depending on how closely you crop the picture in 'paint' but standardizing to one inch width seems to work pretty well.

I can demonstrate if these instruction are not clear.

Tom

From: Cooper, Glinda
Sent: Friday, May 01, 2015 10:20 AM
To: Bateson, Thomas
Cc: Glenn, Barbara
Subject: caterpillars

I want to start standardizing our caterpillars in formaldehyde. Tom, I think you said you had made them in excel, and then transferred them? Can you send me your file (and tell me more about the process)? That may be a better approach – at least I'd like to see what's involved and how easy it is to change size etc.

Glinda

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